

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 03-60								
		<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:								
Contract Number EP-C-08-010		Contract Period 12/16/2008 To 11/30/2012 Base Option Period Number 3								
Title of Work Assignment/SF Site Name Workshop on Sustainability Res										
Contractor SCIENTIFIC CONSULTING GROUP, INC, THE		Specify Section and paragraph of Contract SOW 2.1, 2.2, 2.3								
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 08/28/2012 To 11/30/2012								
Comments:										
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Superfund <div style="text-align: center;">Accounting and Appropriations Data</div> <input checked="" type="checkbox"/> Non-Superfund </div>										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO (Max 2) <input type="checkbox"/>										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
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4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
12/16/2008 To 11/30/2012										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:		Cost/Fee:		LOE:						
Cumulative Approved:		Cost/Fee:		LOE:						
Work Assignment Manager Name Kimberley Johnson <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>								Branch/Mail Code: Phone Number 513-569-7694 FAX Number:		
Project Officer Name Verla Sutton-Busby <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>								Branch/Mail Code: Phone Number: 202-564-6808 FAX Number:		
Other Agency Official Name Jeffrey Lorenzen <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>								Branch/Mail Code: Phone Number: 513-569-7496 FAX Number:		
Contracting Official Name Renita Tyus <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>								Branch/Mail Code: Phone Number: 513-487-2094 FAX Number: 513-487-2109		

PERFORMANCE WORK STATEMENT
EPA Contract Number: EP-C-08-010
Contractor: Scientific Consulting Group, Inc. (SCG)
EPA Work Assignment Number: 03-60

TITLE: Collaborative workshop on sustainability research within ORD

PERIOD OF PERFORMANCE: Date of Issuance through November 30, 2012

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BACKGROUND

The objective of this Performance Work Statement (PWS) is to provide technical and administrative support for a collaborative, transdisciplinary **Sustainability Workshop** that will bring together approximately 40 research leaders from several ORD labs. The purpose of the workshop is to share ongoing activities and future aspirations related to the topic of sustainability, and thus to encourage identification of opportunities for synergistic research collaborations. The workshop will be held in Cincinnati in September 2012 (exact dates TBD) over a three-day period.

In the past two years there have been major changes in ORD's program structure as well as concerted efforts to incorporate the principles of sustainability and systems thinking into research planning and performance. The topic of sustainability represents an

overarching theme that links all of the major research programs within ORD, as reflected in the Research Action Plans that have recently been developed. However, due to the demands of ongoing research projects and planning efforts, there have been few opportunities for creative, in-depth engagement among researchers that are working in different programs, labs and centers. Given the enormous breadth and diversity of expertise across ORD, it is likely that many researchers will benefit from interactions with colleagues that are pursuing complementary approaches from different disciplinary perspectives. Moreover, such interactions will very likely lead to recognition of new research needs and opportunities.

The workshop has been designed as an informal, interactive experience intended to achieve the following outcomes.

- Clarify sustainability principles and develop a shared ORD interpretation
- Improve communication across labs and programs regarding overlapping research goals, activities, and potential synergies
- Develop a comprehensive view of sustainability research needs and relevant ORD science and technology strengths
- Identify opportunities for innovative, transdisciplinary, collaborative efforts that will leverage ORD's strengths and address important stakeholder needs
- Launch initiatives that will help to establish ORD as a leading contributor to sustainability research and systems thinking.

This workshop represents a first step in encouraging greater dialogue and collaboration across ORD, and it is hoped that it will inspire similar events at other ORD locations.

PURPOSE

The purpose of this work assignment is to provide support for the planning, conduct, and documentation of the Sustainability Workshop. ORD wishes to assure that the event will be carefully organized and facilitated in order to maximize the effectiveness of the interactions and to capture the insights and opportunities that will emerge.

Under this work assignment, contractor support shall be needed to:

- Support the development of the workshop agenda, invitation of participants, and subsequent communications with workshop participants.
- Assist in the workshop logistical arrangements, including planning of conference room space, guidance for those traveling to the workshop, and preparation of workshop documents and supporting materials.
- Assist with facilitation of the workshop plenary and break-out sessions
- Capture notes of the workshop discussions, and assist with the interpreting and documenting the workshop results.

TASK DESCRIPTIONS

The contractor shall furnish all personnel, material, equipment, and services necessary to perform the work outlined in the following tasks and subtasks.

Oversight of this work assignment will be provided by the EPA WA COR and/or EPA technical lead(s). The EPA WA COR and EPA technical lead(s) and expert(s), as assigned (hereinafter designated as the Planning Team,) shall receive copies of all deliverables under these tasks. Once confirmed, date(s), topic, and targeted location (as applicable) for event-specific outreach activities will be provided to the contractor via technical direction from the EPA WA COR.

TASK 1: Preparation of Work Plan

The contractor shall prepare a work plan and cost estimate in accordance with the terms and conditions of the contract. The contractor's work plan should contain a break-out clearly specifying estimates (LOE, ODCs, etc.) associated with performing each of the Tasks 1 through 4 (and subtasks) as outlined in this PWS.

TASK 2: Work Assignment Kick-Off Meeting

A work assignment kick-off meeting shall be conducted between the contractor project team, the EPA WA COR, and the Planning Team to discuss project planning, details, activities, and timelines. The kick-off meeting shall be conducted immediately upon receipt of this work assignment from the CO. The contractor shall develop meeting minutes, including key discussion points, action items, and a schedule, and provide to the EPA WA COR.

The contractor shall also participate in calls (approximately twice per week, or more often, if needed) with the EPA WA COR and Planning Team to discuss progress and relevant technical issues related to the work assignment tasks.

TASK 3: Workshop Planning and Preparation

The contractor shall coordinate with the EPA WA COR and the Planning Team as necessary to plan the timing, logistics, supporting materials, communications, participant activities, and other preparations needed to assure a successful workshop.

EPA shall secure appropriate space for the workshop at the AWBERC facility in Cincinnati.

A draft agenda will be provided to the contractor by the EPA WA COR and Planning Team as a starting point for further refinement.

The Planning Team will be responsible for selecting invitees (all Federal Employees) to the workshop, and will provide a list of names to the contractor. The contractor shall

initiate communications with invitees to confirm their availability and respond to their questions.

The contractor shall distribute (via email) electronic invitations, agenda, logistical materials, and other pre-workshop informational materials to invited participants.

The contractor shall track participant responses and registrant information, e.g., through an on-line registration system or some other mechanism, and provide the Planning Team with updates (minimum of twice weekly, maximum of daily (Monday through Friday) for the final two weeks prior to the workshop on confirmed participants.

TASK 4: Workshop Coordination and Facilitation

The contractor shall provide personnel to help organize, facilitate, and conduct the workshop over a 3-day period, most likely from noon on Tuesday to noon on Thursday. The workshop will involve both plenary and break-out sessions with approximately four break-out groups.

Introductory presentations will be given by ORD management representatives and the Workshop Chair. Subsequent presentations during plenary sessions will be given by selected participants. The contractor shall ensure that presentation materials have been supplied in advance and that they are formatted correctly.

Break-out sessions will consist of informal discussions and brainstorming activities. An ORD discussion leader for each break-out group will be appointed by the Workshop Chair. The contractor shall assist the discussion leaders (to include, but not be limited to: set-up of computers or loading of software/documents for presentation, taking notes of comments from the audience to be addressed by the specific presenter,) and shall ensure that discussion notes and key outcomes are captured from each session.

The contractor shall capture any visual diagrams developed during the workshop and reproduce them in an electronic format. The contractor shall also capture candid photographs of each session as well as a posed group photograph of all attendees.

TASK 5: Documentation of Workshop Results

The contractor shall record the results and highlights of the workshop in the form of a concise draft document along with a draft PowerPoint presentation for dissemination within ORD. The contractor shall provide final draft version(s) of these materials to the EPA WA COR and Planning Team for review and approval (by the EPA WA COR).

Based on review and feedback the contractor shall finalize these materials. Final electronic copies of these and all other workshop materials shall be sent in source file (e.g., MSWord, PowerPoint) and Adobe Portable Document (.pdf) formats.

DELIVERABLES AND PROJECT SCHEDULE

All deliverables shall be submitted to the EPA WA COR according to the following schedule.

TASK 1: Prepare Work Plan	
Work plan due	In accordance with the contract clauses
TASK 2: Work Assignment Kick-Off Meeting	
Kick-off meeting (via conference call)	Immediately upon receipt of approved work assignment
TASK 3: Workshop Planning and Preparation	
Draft materials for transmittal to invitees	Within one (1) weeks of work assignment approval
Materials transmitted to invitees	Within two (2) weeks of work assignment approval
TASK 4: Workshop Coordination and Facilitation	
Written summary of workshop arrangements	To be completed by September 5, 2012
TASK 5: Documentation of Workshop Results	
Draft summary of workshop results	Within one (1) week of workshop completion
Final source files and .pdfs of workshop results	Within one (1) week of receipt of comments from EPA

DELIVERABLE ACCEPTANCE CRITERIA

The following deliverable acceptance criteria will be used to assess deliverables submitted under Tasks 1 through 5 of this work assignment.

TASK 1: The contractor' work plan and cost estimate should be in accordance with the terms and conditions of the contract, and should contain a break-out clearly specifying estimates (LOE, ODCs, etc.) associated with performing each of the Tasks 1 through 4 (and subtasks) as outlined in this work assignment.

SPECIAL REPORTING

The contractor's Monthly Progress Report shall include a detailed description of any technical direction issued by the EPA WA COR and accepted by the contractor. The contractor shall maintain a list of all accepted technical direction issued during the work assignment. The contractor's Monthly Progress Report shall also include a break-out of cumulative costs (LOE, ODCs, etc.) associated with performing each of the Tasks 1 through 4 (and subtasks) as outlined in this PWS.

MANAGEMENT CONTROLS

Technical direction for this work assignment is provided by the work assignment PWS, by the contractor's work plan developed to implement this work assignment (after it has been accepted and approved by the EPA WA COR) and by the contractor's designated

management representatives. Periodic meetings between the EPA WA COR and contractor are encouraged to discuss any questions that may arise during the performance or completion of this work assignment. At the EPA WA COR's discretion, these meetings may occur via teleconference or video conferences. The contractor shall document these meetings and submit copies of this correspondence to the EPA WA COR.

The EPA WA COR may identify EPA technical expert(s) for this work assignment. Interaction between the contractor and any EPA technical expert(s) designated by the EPA WA COR is solely for the purpose of presenting and discussing the information, analyses, results or presentations related to this work assignment. The interaction will be technical communication, not technical direction. Per the technical direction clause EPAAR 1552.237-71 of the contract, the EPA PO COR and the EPA WA COR or alternate EPA WA COR are the only representatives of the CO authorized to provide technical direction.

During the workshop, contractor personnel shall be clearly identified through the use of name badges that indicate their corporate affiliation. Contractor personnel shall clearly identify themselves as contractors when contacting workshop participants, speakers or other individuals or organizations during the performance of this effort.

The contractor shall ensure that the work done under this project does not contain any real or apparent personal or organizational conflicts of interest.

The contractor shall maintain the confidentiality of any confidential business information collected as part of this effort.

The contractor shall comply with Government Printing Office guidelines during the performance of this effort.

The contractor shall comply with Paperwork Reduction Act guidelines during the performance of this effort.

The contractor shall inform the EPA WA COR verbally or in writing within two (2) business days if any significant problems arise, as well as any corrective actions and potential impacts on project deliverables, costs, etc.

TRAVEL

Per the contract clause Local LC-31-08, Approval of Contractor Travel, any non-local travel directly chargeable to this work assignment shall be submitted and approved by the proposed travel dates as identified by the EPA WA COR via technical direction.

It is expected that the contractor will be requested to participate in a three day workshop to be held in Cincinnati in September 2012 (exact dates TBD).